



# University of Kashmir

## Hazratbal, Srinagar, J&K

### Expression of Interest

Expression of Interest in two bid system is invited for running following University canteens.

- (I) New Canteen-I (Located behind Deptt. of Physics)
- (II) New Canteen-II (Located at Zakura Campus)

The tender document can be obtained from Estates Section of University on any working or can be downloaded from the University website [www.kashmiruniversity.net](http://www.kashmiruniversity.net). The tender document must be accompanied with demand draft of Rupees One Thousand only (non-refundable) drawn in favour of Registrar, University of Kashmir.

Sealed Tender- Technical Bid and Financial Bid - be sealed in two separate envelopes (envelope containing Technical bid be marked as "**Envelope-A**" and envelope containing Financial bid be marked as "**Envelope-B**"), these two envelopes be sealed in a third large envelope and should reach office of Registrar, University of Kashmir, Hazratbal, Srinagar, J&K-190006 by or before **7<sup>th</sup> July, 2017** upto **2 PM**. The Technical Bids will be opened on **8<sup>th</sup> July, 2017** at 3PM in presence of the bidders who wish to be present. Tender incomplete in any respect will not be accepted.

Sd/-  
**Assistant Registrar**  
(Estates)

No: F(New-Canteen)Est/KU/17  
Dated: 15.06.2017



**University of Kashmir**  
**Hazratbal, Srinagar-190006 - (J&K)**

**(Estates Section)**

**==0==**

**TENDER DOCUMENT**

**FOR**

**OUTSOURCING**

**OF**

**UNIVERSITY CANTEENS**

**Total Number of Pages: 19**

**Cost of Tender Document: Rs 1000/-**

## **GENERAL TERMS AND CONDITIONS**

The University of Kashmir invites sealed tenders under two bid systems on prescribed proforma from reputed/registered Restaurant owners/Caterers/Contractors/Individuals for running following Institutional canteens.

- (I) New Canteen-I (Located behind Deptt. of Physics)
- (II) New Canteen-II (Located at Zakura Campus)

Tender Document can be had from the Estates Section of the University or can be downloaded from the University website: [www.kashmiruniversity.net](http://www.kashmiruniversity.net). The last date for submission of bid and opening of bids is mentioned in the tender notice. Bidders or their authorized representatives who wish to attend tender opening, may do so.

### **SALE OF TENDER FORM**

The interested bidders may obtain the tender document from Estates Section of the University on payment of Rupees One thousand only (Non-refundable) in the shape of demand draft pledged to Registrar, University of Kashmir. The tender document downloaded from the University website should be accompanied with demand draft of Rupees one thousand only (Rs 1000/-).

### **EMD & PERFORMANCE SECURITY**

The Technical Bid should be accompanied with interest free EMD of Rupees Twenty thousand only (Rs. 20,000/-) in the shape of Demand Draft only. The EMD of the unsuccessful bidders shall be returned after the selection of the successful bidder and that of the successful bidder after the submission of interest free Performance Security of Rupees Fifty Thousand Only (Rs. 50,000/-). The offers without EMD shall be summarily rejected.

The DDs should be of any Scheduled Bank drawn in favour of Registrar, University of Kashmir payable at Srinagar J&K issued after the date of tender notification.

### **ELIGIBLE BIDDERS**

- The bidder must be registered with the State Commercial Tax Deptt and having a valid TIN.
- Bidder must have valid certificates/licenses of relevant Departments for running and providing canteen services.
- Those who agree to provide the eatables as per the rates fixed by the University (refer Annexure-D) should participate in the tendering.
- The bidder must have valid licenses under Food Safety and Storage (FSS) Act-2006/FSS Registration 2011/ FSSAI.

## **TWO BID SYSTEM TENDER**

The prescribed tender documents should be submitted in one sealed envelope duly superscribed with, **“Tender for Outsourcing of University Canteen Services”**. This sealed envelope should contain two sealed envelopes marked A & B as under:

### **ENVELOPE-A (Technical Bid):**

The Technical Offer should be complete in all respects and contain all information asked for, except price offer (Licence Fee).

### **ENVELOPE-B (Financial Bid):**

The Envelope-B shall contain the Financial Bid/Price offer (Annexure-C)

The tender not submitted in the prescribed formats or with incomplete details is liable to be rejected. The University of Kashmir is not responsible for non-receipt of tender within the specified date and time due to any reasons, including postal holidays or delayed receipt.

## **SUBMISSION OF BIDS**

The bids should be addressed to the Registrar, University of Kashmir, Hazratbal, Srinagar, J&K and should reach his office within the specified date & time as mentioned in the tender notice. PLEASE NOTE THAT THE UNIVERSITY IS NOT RESPONSIBLE FOR ANY POSTAL LOSSES/DELAYS. IN CASE OF BIDS SENT BY POST AND BEING RECEIVED AFTER THE LAST DATE & TIME AS MENTIONED IN THE TENDER NOTICE, THE UNIVERSITY SHALL REJECT THE SAME AND IN CASE OF ANY DISPUTE IN THE TIMING OF RECEIPT, THE DECISION OF THE UNIVERSITY SHALL BE FINAL.

The Bidder is expected to go through all instructions, terms & condition as specified in the bidding document. Failure to furnish all information required under the bidding documents or submission of a bid not substantially responsive to the bidding documents shall be at the Bidder's risk and may result in rejection of the bid.

At any time prior to the deadline for submission of bids, the University may, for any reason, whether at its own initiative or in response to a clarification sought by prospective bidder(s), modify the bidding documents through amendment(s).

Tenders received after due date, improperly sealed, or with incomplete markings or with overwriting/corrections are liable to be rejected.

The bid shall be opened on the date mentioned in the tender notice in presence of bidders or their authorized representatives who wish to be present. The representative should bring along the authorization letter from their principal vendor for attending the tender opening process. However, the presence of the bidders or their representatives is not mandatory.

In the event of the date specified for bid receipt and opening being declared subsequently as a closed holiday for University's office, the due date for submission

of bids and opening of bids shall be the following working day at the time mentioned in tender notice.

All documents submitted with the Technical & Financial Bids must be signed by the tenderer, unsigned documents will not be accepted.

The successful Tenderer shall have to deposit Rupees Fifty thousand only (Rs. 50,000/-) as interest free Performance Security in the form of DD in favour of Registrar, University of Kashmir. In case of unsatisfactory service provided by the bidder, the Performance Security shall be forfeited.

The bid security (EMD) may be forfeited:

If a Bidder withdraws its bid during the period of bid validity;

If at any stage it is proved that the information given by the bidder was incorrect; and

In case of a successful Bidder, if the Bidder fails:

*to sign the Contract within stipulated time*

*to furnish Performance Security*

*to execute the services within the prescribed timeline(s)*

## LATE BIDS

Any bid received by the University after the deadline fixed for submission of bids, shall be rejected/returned unopened to the Bidder.

No bid shall be allowed to be modified subsequent to the last date fixed for submission of bids.

No bid shall be allowed to be withdrawn in the interval between the deadline for submission of bids and expiry of the prescribed period of bid. Withdrawal of a bid during this interval may result in forfeiture of the Bidder's EMD.

Bids that are not opened and read out at bid opening shall not be considered for evaluation irrespective of the circumstances whatsoever.

During evaluation of bids, the University may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

**Period of Validity of Bids:** Bids shall remain valid for a minimum period of 90 days after the date of bid opening prescribed by the University. A bid valid for a shorter period shall be rejected by the University as non-responsive.

In exceptional circumstances, the University may solicit the Bidder's consent towards extension of the period of validity. The request and the responses there to, shall be made in writing. The retention period of bid security shall also be accordingly extended. A Bidder may refuse the request without forfeiting his bid security. A

Bidder agreeing to the request shall neither be required nor permitted to modify the bid.

### **EVALUATION OF BIDS (Two Bid System)**

The evaluation of bids shall be a two stage process. In Stage-1, qualification of bidder shall be ascertained and only those bidders shall qualify for stage-2 of bidding, whose qualification meets the requirements set by the University as eligibility mentioned in the foregoing clauses. Financial Bid of only those bidders shall be opened who were declared qualified in stage-1.

In stage-2, Financial Bids/Price Offer of the qualified bidders shall be opened and on the basis of the quoted rates (Licence Fee), the contract shall be awarded for a period of **eleven** (11) months to the highest bidder (the firm who has quoted the highest Licence Fee)

No Bidder shall contact the University on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring in additional information to the notice of the University, he/she should do so in writing.

Any effort by a Bidder to influence the University, in its decisions on bid evaluation, bid comparison or contract award may result in rejection of bid.

Failure of the successful bidder not to comply with the requirements of the University shall constitute sufficient grounds for annulment of the award and forfeiture of the bid security. In such an event the University may make the award to the second highest or call for new bids.

### **SPECIAL TERMS & CONDITIONS**

Fee quoted shall be in Indian Rupees only.

The selected caterer/contractor has to sell the eatables on the rates fixed by the University as are mentioned in **Annexure-D**. The selected caterer is authorised to sell only those eatables which are mentioned in Annexure-D.

Only one tender can be accepted from one firm/individual. Same firm/individual can not apply for more than one canteen.

The rates shall be quoted both in figures and in words. In case of a discrepancy, the amount quoted in words shall be taken as final.

The selected firm shall be required to execute a **Licence Deed** with the University for a period of eleven months.

Necessary clauses mentioned in this NIT shall be incorporated in the said deed.

The interested parties can visit the canteens before submitting the tender. The kitchen space in the newly constructed canteens is very limited, so the items should be ready to serve.

The University reserves the right to reject or accept any tender without assigning any reason or to cancel or withdraw the tender notice.

Once the bidder submits the bid, it shall be presumed that the bidder has understood and accepted all the terms and conditions given in the NIT. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the bid.

The J&K Govt. has imposed complete ban on the use of polythene throughout the state, as such, polythene bags shall not be used in the University campuses.

The Licensee shall equip himself with all necessary permits, licences and such other permissions as may be required under the law in force at any time with regard to the operation of the subject license.

The licensee shall not be governed by the provisions of J&K State house & shops rent control act.

The employees of the Contractor should possess good health. Should be free from diseases, especially contagious and frequently recurring diseases.

The Contractor shall be personally responsible for conduct and behaviour of his/her staff and any loss or damage to Institute's moveable or immovable property due to the conduct of the Contractor's staff shall be made good by the contractor. If it is found that the conduct, behaviour or efficiency of any person employed by the Contractor is unsatisfactory, the Contractor shall have to disengage the concerned person and engage a new person in his/her place within 48 hours of intimation by the University. The decision of the University authorities in this regard shall be final and binding on the Contractor.

The Contractor shall clean the canteen premises every day after the services are over. The cleaning includes cleaning of kitchen, cafeteria hall, floor, counter, benches, tables, chairs, etc. He will ensure and proper disposal of kitchen waste and other waste generated in the cafeteria. The University management shall have 24-hour access to inspect the canteen premises for ensuring the cleanliness and proper hygienic conditions of the kitchen and dining hall etc.

The University reserves the right to appoint officers/officials to inspect the quality of raw material, food and other eatables prepared and sold in the cafeteria. Any defect(s) pointed out by such officers/officials during their inspection(s) shall be properly attended to and recouped by the Contractor.

The Contractor shall get the prices of all eatables approved by the University and no changes, what-so-ever shall be made without prior written approval of the University.

Care must be taken to ensure that, while carrying out the work, no items/space provided to the contractor by the University are damaged. Any damages to the same or any other property shall have to be repaired / replaced by the Contractor, failing which the same will be done by the University at the contractor's risk and cost. In this regard, the decision of the University shall be final and binding on the Contractor.

The catering work shall be carried out with due regard to the convenience of the University officers/officials/faculty/students etc. The orders of the University authorities shall be strictly observed by the contractor.

The Contractor shall deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of the University.

Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the University's Campus including Cafeteria. Any breach of such restrictions by the Contractor shall attract deterrent action against the Contractor as per statutory provisions including cancellation of contract.

The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection whatsoever with the University of Kashmir. The University shall have no obligation to control or supervise such workers or to take any action against them except as permissible under the law. Such workers shall also not have any claim against the University for employment or regularization of their services by virtue of being employed by the Contractor.

The Contractor shall ensure that either he/she himself/herself or his/ her representative is always available for proper administration and supervision of the catering service to the entire satisfaction of the University.

The Contractor shall bring his own furniture, fixture, tools, cookers, hotboxes, steam-boxes, trolleys, equipment, utensils, plates, jugs etc., in sufficient quantity as needed to maintain and run the cafeteria services effectively.

The University reserves the right to impose a penalty to the extent deemed appropriate by the University authorities on the Contractor for any serious lapse in maintaining the quality and the services wilfully or otherwise by the Contractor or his/her staff or for any adulteration in the eatables.

If the University is not satisfied with the quality of eatables served, services provided or behaviour of the contractor or his/her employees, the Contractor shall be served with 24-hour notice to improve upon the services or rectify the defect(s), failing which the University shall be at liberty to take appropriate steps as deemed fit, including termination of contract and forfeiture of Performance Security.

The Contractor shall provide photo i-identity cards to all its employees. The contractor shall provide sufficient sets of uniforms and pair of shoes to his/her



employees and shall ensure that they wear them and maintain them neatly and properly.

## **DOCUMENTS/PAYMENTS TO BE SUBMITTED BY SUCCESSFUL TENDERER (S)**

**The possession of the premises will be given only after the submission of the following documents:**

- (a) Licence Deed on Non-Judicial Stamp Papers Worth Rs.10/-
- (b) One-Month Advance Licence Fee.
- (c) Licensee should deposit the performance security amounting to Rs. 50,000/- (Fifty thousand Rupees) in the shape of DD in favour of Registrar, University of Kashmir. No interest on performance security shall be paid.

The licence shall initially be for a period of eleven months, subject to satisfactory services, the licence can be extended on mutual consent of both the parties with 10 % increase every year in the licence fee for the second year onwards.

## **PAYMENT TERMS**

The payment in respect of official hospitality bills of the University submitted monthly in duplicate by the Contractor shall be released subject to fulfilment of obligations by the Contractor imposed under various laws, Rules & Regulations, etc. applicable from time to time and after scrutiny of requisitions made by the University for supply and the prices charged by the contractor. Any supply of food items without proper requisition by the designated authority of the University will not be paid for. Income-tax, Service-tax etc. as applicable at the prevailing rates, shall be deducted at source under rules.

The Contractor shall not be entitled to any interest from the University on delayed/late payments arising out of any query, objection, dispute with regard to any bill or a part thereof.

All payments and receipts shall be rounded off, i.e., paise 50 or above to be rounded off to the nearest higher rupee and paise less than 50 to be ignored.

The payments on account of services/items provided to students shall be made directly by the purchaser (s).

## **POSSESSION OF THE PREMISES**

Failure to occupy the premises within **15 days** of issue of acceptance/licence letter may result in forfeiture of earnest money and cancellation of licence. In case the licensee, after acceptance of letter of licence of the premises, fails to furnish all the required documents and take possession of the said premises within **15 days** from the date of issuance of letter of licence, he shall be charged licence fee at the rates quoted by him from such date up to the period/date, alternative arrangements for running the said premises are made by the University.

The licensee shall use the premises solely for the purpose for which it has been licensed out.

#### **PAYMENT OF LICENCE FEE**

The licensee shall pay to the licensor monthly licence fee in advance and without demand by 7<sup>th</sup> of each month along with other tax/Cess imposed or revised by the competent authority from time to time. The licence fee for the first month shall be paid within **15 days** from the issue of letter of licensing out of the said space and before taking possession. In case of failure to pay, licence is liable to be withdrawn. The licensee shall pay interest @18% p.a. on licence fee due from him, if he/she does not pay the same on due date, but will not be permitted to do so beyond one month and thereafter his licence is liable to be cancelled and the security forfeited.

#### **PAYMENT OF ELECTRICITY/WATER CHARGES**

In addition to the licence fee, the licensee shall pay the bills of electricity/water according to the reading of electricity/water meter to be installed by him at his own cost and the arrears, if any, will be recovered from the security deposit. The licensee will pay the electricity/water bills raised by the University within 10 days from the issue of bill failing which the electricity/water supply will be disconnected without any intimation and the arrears if any will be adjusted from the amount of security deposit.

#### **LICENCE DEED**

The licensee shall execute necessary licence deed specifying the terms and conditions as mentioned herein, on the Non-judicial stamp papers worth Rs.10/- at his own cost, within **15 days** from the date of issuance of licence, along with other documents/payments.

#### **MAINTENANCE OF THE PREMISES**

The licensee will not keep anything such as table/chair, display counter, equipment or empty boxes etc. outside the shop/space allotted, failing which necessary action will be initiated.

The licensee shall not store empty packing cases or baskets or any goods or any other material on the open space around the premises or any other place from where such goods or material may be visible from outside. The area in front of the said premises shall not be encroached upon and used or allowed to be encroached upon or used for any purpose other than the public passage. The licensee shall not make any addition or alternation in or around the premises without the written consent of the University Authorities.

The licensee would provide dust free, mosquito/fly free environment. The conditions, which increase the infection, shall not be allowed. The licensor reserves

the right to issue directions from time to time for proper sanitation and cleanliness of the premises. These will have to be followed by the licensee.

In case of failure to implement the directions regarding condition and sale of the products and violation, if any, of University rules & regulations, the University is at liberty to take any action against the licensee.

The decision of the Vice Chancellor, University of Kashmir, in this case shall be final and binding.

The licensee shall ensure promptness of service at the counter and shall appoint necessary staff for the purpose and shall also ensure that there is no mismanagement on his part or his agents and servants. In case of failure, to implement the directions regarding service at the counter, suitable fine may be imposed by the University, and his/her licence is also liable to be terminated.

The licensee shall pay during the terms of licence all the taxes as admissible under rules and cesses for the time being imposed or assessed on the premises by the competent authority from time to time. The licensee shall pay service tax on the licence fee as notified by the Govt. from time to time. The Service Tax should be deposited along with monthly licence fee.

No obnoxious trade like Bidi, Cigarette, Pan Masala etc., shall be carried on at the premises. The licensee shall ensure strict 'NO SMOKING' inside the premises.

Sale/Stock of Bubble Gum/Chewing-gum and spitting is banned in the University premises. Hence, the licensee will not stock/sell Bubble Gum/Chewing-gum or toffees with gum ingredients at the shop/site, failing suitable penalty will be imposed.

Neither this licence nor any of the rights conferred by it shall be transferred or assigned to any other person, nor shall premises or any part thereof be sublet directly or indirectly.

The licensee shall not employ any child labour(s) in contravention of the LABOUR EMPLOYMENT ACT, 1970.

The licensee will be fully responsible for implementation of Labour Laws/Shops & Establishment Legislation including minimum wages, ESI, P.F & Workmen Compensation etc.

The licensee would be required to make necessary fire safety arrangement in the shop and also install appropriate number of fire extinguishers to ensure safety and security of the public, self and the University property.

## VACATION/TERMINATION NOTICE

Notwithstanding anything contained in condition as above, the licensor shall be at liberty to terminate this licence by giving **30 days** clear notice ending with the expiry of that month of licence without assigning any reason whatsoever. However, the licensee may terminate this licence by giving **60 days** clear notice ending with the expiry of the month of licence. In this case he/she will be debarred for participating in the tender process initiated for allotment of the same shop/site subsequent to his/her vacation notice and 50% of the one month licence fee will be charged/deducted from the licensee and the same will deducted from his security deposit (including the cost of re-tendering).

However, the Vice Chancellor, University of Kashmir reserves the right to allot the licence to the 2<sup>nd</sup> or 3<sup>rd</sup> highest bidder, in case the initial licensee opts to terminate the licence any time during the period of initial allotment of the licence.

The licensee shall deliver the vacant possession of the premises to the University after the expiry or revocation of the licence. In case, the licensee fails to handover the vacant possession after expiry of licence period, he well be liable to pay Penal Rent equal to 5 times of monthly licence fee after the licence period has expired unless it is extended by the University. In case of non-deposit of the fine as above, the same is liable to be deducted from the security deposit.

## BUSINESS TIMINGS OF THE PREMISES

The timings of the said premises for providing services shall be from **08:00 A.M to 09:00 P.M**, everyday. Non opening of premises without any valid reason is not allowed. The presence of licensee or his persons shall be ensured during the said working hours; otherwise it would be a violation of the terms and conditions calling for termination of licence followed by eviction.

## ARBITRATION

Any dispute arising out of this contract at any stage shall be referred to the Vice Chancellor, University of Kashmir, the decision of Vice Chancellor or his nominee shall be final and binding upon both the parties.

In case of breach of any of the terms and conditions of the licence, the Vice Chancellor, UoK may revoke this licence and forfeit the security/EMD and the licensee shall thereupon forfeit all the rights hereunder, and shall remain liable for any sum then due, from him and also for any damage or loss which may have been caused to the licensor by reason of such default or for making any alternative arrangement for running the said premises.

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**Annexure-A**

**Tender Application/Declaration Form  
(To be placed in Envelope-A)**



1. Name of the Firm: .....
2. Full Postal Address:.....
3. Permanent Address of Firm:.....
4. Mobile No. ....
5. Telephone No. ....
6. Fax No.....
7. E.mail Id:.....
8. Date of Establishment of Firm.....
9. Registration and incorporation particulars of the firm:  
(i) Proprietorship (ii) Partnership (iii) Private Limited (v) Public Limited  
(Please attach attested copies of documents of registration/incorporation of your firm as required by business law).
10. PAN No. of Firm: ..... and  
Income Tax Circle.....
11. TIN No. of Firm:.....
12. Trade Licence No.....  
Valid till.....
13. FSS Act 2006/FSS Registration 2011/FSSAI Licenses No.....  
valid till.....
14. I/We want to tender my service for running University Canteen (Name of  
canteen):.....
15. The total number of pages attached with Technical bid are.....

**UNDERTAKING**

- a) I the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with all the terms & conditions mentioned in the tender document bearing no.....dated.....

- b) I accept the rates of eatables mentioned in the tender document and are binding upon me for the entire period of contract.
- c) The earnest money of Rs.....  
has been deposited by me and is enclosed herewith vide No.....  
dated..... drawn on bank.....  
Branch.....
- d) I give the rights to University of Kashmir to forfeit the earnest money deposited by me if I fail to comply with the terms & conditions mentioned in the tender document.
- e) There is no vigilance/CBI case or court case pending against my firm **nor** is my firm blacklisted by any agency/department.

Signature of the tenderer (authorized person can only sign):-.....

Full Name & Address of Firm:.....

Date:  
Place:

(Note: Photograph be attached at the space provided above).

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**UNDERTAKING  
(To be placed in Envelope A/Technical Bid)**

PROFORMA FOR AFFIDAVITE

**TO BE WRITEN ON NON-JUDICIAL STAMP PAPER OF RS.10/-**

(TO BE ATTESTED BY A MAGISTRATE 1ST CLASS)

I, .....S/o.....

R/o..... Police Station.....

District.....Contractor/partner, or sole propriety (Strike out the work which is not applicable) of (firm on contractor).

- I am/my firm/companies is not blacklisted by the Union or State Govt./Organisation.
- No individual/firm/companies blacklisted by the Union or State Government or any partner or shareholder thereof, have any connection directly with or has any subsisting interest in business of my firm.
- Neither I nor my partners are involved / convicted in any criminal case/economic offence and no criminal case/economic offence is pending against me or my partner in any court of Law/Registered with police.
- I/We hereby certify that the information provided by me/us is correct and all the documents attached with the Technical Bid are genuine and valid as on date. I/We further state that i/we have read and understood the terms and conditions. I/We will abide by all the terms & conditions mentioned in the tender document.
- I accept the rates of eatables mentioned in the tender document and shall be bidding upon me during the period of contract.
- If I fail to abide by the terms & conditions mentioned in the tender document, I give rights to the University to forfeit the earnest money/ performance security and whatever action the University authorities deem appropriate, they at liberty to take the action.

Dated.....

Deponent.....

VERIFICATION

I do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and it conceals nothing.

Deponent.....

**Price Bid/Offer for licensing out a Canteen at University of Kashmir**

**(TO BE SUBMITTED IN SEPARATE ENVELOPE Marked-B)**

I/We tender monthly Licence Fee of Rs.....

(In words Rupees.....)

For running a canteen (Name of Canteen).....

.....

Dated: \_\_\_\_\_

Signature of tenderer(s)

Name in full (tenderer).....

**Address:**

.....

.....

Mobile No.....



Annexure-D

Menu and Rates for New Canteen I & II

Name of the item	Quantity	Rate
<b>(A) JUICES</b>		
<b>Fresh juice (seasonal)</b>		
Orange	250ml	30
Mosambi	250ml	30
Pomegranate	250ml	40
Mixed fruit juice	250ml	40
Juices(tetra pack)	---	MRP
<b>(B) BEVERAGES</b>		
Tea	125ml	6
Coffee	125ml	10
Lemon Tea	125ml	10
Green Tea	125ml	8
Iced Tea	250ml	15
Kehwa with Sheermal	125ml	10
Mineral Water		MRP
Salt Lassi	250ml	10
Sweet Lassi	250ml	10
Fresh Lemon juice	250 ml	7
Lemon Soda	250 ml	15
Cold Coffee	250 ml	15
Mango Shake	250ml	20
Banana Shake	250ml	20
Ice Cream		MRP
<b>(C) SNACKS</b>		
Chicken Patty	Per piece	15
Girda	1	5
Girda with Butter	1	7
Girda with Jam	1	7
Chochvor	1	5
Chochvor with butter	1	7
Chochvor with Jam	1	7
Bun with Jam	1	7
Cake piece	1	5
Boiled egg	1	7
Samosa	70gms	5
Bread Omelette	1Egg	15
Sandwich grilled	2 slices	15
Vegetable Cutlets	2 pieces	15
AlooTikki (medium)	2 pieces	15

Burger		15
Shammikabab with plain roti	1 piece	20
Bread Pakoda	Full piece	12
Mathi	1 piece	5
Pakoda Onion	100gms	15
Pakoda Aloo	100gms	15
Pakoda Paneer	100 gms	20
Egg Roll	Full	20
Paneer Roll	Full	30
Chicken Roll	Full	30
Plain Paratha	1 piece	10
Aloo Parantha	1 piece	15
MooliParantha	1 piece	15
Butter Toast	2 slices	10
Masala Roti	1 full	10
Hill Puff	1	6
Fruit Chat	1	20
Momos steamed	6 pieces	20
Momos Fried	6pieces	30

### **Documents to be placed in Envelope -A (Technical Bid)**

1. DD on Account of Cost of Tender Form
2. DD on Account of Earnest Money
5. Tender Form duly signed (Annexure-A)
6. Undertaking on Non-Judicial Stamp paper (Annexure-B)
7. Residence Proof /Identity Proof
8. Self-attested Photocopy of ownership/partnership deed document in case of firm.
9. Self-Attested Photocopy of authority to negotiate and sign tender and licence deed on behalf of the firm/company.
10. Valid trade licence from the relevant Departments of the State Govt. for running the canteen services in an educational institution.
11. Valid licenses under Food Safety and Storage (FSS) Act- 2006/FSS Registration 2011/ FSSAI.

### **Documents to be placed in Envelope-B (Financial Bid)**

1. Price Bid/offer **(Annexure-C)**

## CHECK LIST FOR SUBMISSION OF TENDER

All the documents enclosed with the tender form should be numbered and signed.

Name of the tenderer:- \_\_\_\_\_

Name of work: - Tender for running Canteen

S. No.	Name of Document	Document Attached (Yes or NO)	Remarks, if any
01.	DD on Account of Cost of Tender Form		
02.	DD on Account of Earnest Money		
03.	Tender Form duly signed (Annexure-A)		
04.	Undertaking on Non-Judicial Stamp paper (Annexure-B)		
06.	Residence Proof /Identity Proof		
07.	Self-attested Photocopy of ownership/partnership deed document in case of firm.		
08.	Self-Attested Photocopy of authority to negotiate and sign tender and licence deed on behalf of the firm/company		
10.	Valid trade licence from the relevant Departments of the State Govt. for running the canteen services in an educational institution.		
11.	Valid licenses under Food Safety and Storage (FSS) Act- 2006/FSS Registration 2011/FSSAI.		

**Note:** The check list duly signed by the tenderer must be attached with the tender application form (Annexure-A).

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